

MAIL MANAGEMENT BULLETIN
FY 2014
June 14 – July 14

1315 East West Highway (SSMC3/Suite 3866)
Silver Spring, MD 20910
Office: (301) 713-2411
Fax: (301) 713-2303

Welcome to the NOAA/USPS mailing and shipping bulletin! The home of new and exciting postal information!

Summer is here! When is your vacation? Don't forget to make provisions for your mail collection, or your mailbox may be too full to put mail in!

Your contacts for NOAA's Mail Management functions:

Rita E. Argueta – NOAA Mail Manager, (301) 713-2220 x181

Floyd Creecy – National NOAA Mail Manager, (301) 713-2411 x165

It is really important that you read the information provided in the bulletins. The mail bulletin provides the most up-to-date, cost-saving, and correct information regarding NOAA mailing procedures and safety.

You are encouraged to suggest fresh and interesting postal topics. Please feel free to submit changes and/or offer suggestions to make this bulletin useful and beneficial to you and everyone who reads it. It would be appreciated if you would pass this information along and notify us of anyone you know who is responsible for mail and is not receiving this bulletin.

POSTAGE METERS

Postage Meter Information

“FP USER HELP!”

If your location has a Franco Postalia (FP) meter please read the following very carefully (*if not, please disregard*):

For all Franco Postalia (FP) locations, if you have not downloaded any funds to your postage meter in the last 30 days please execute a zero reset. All you have to do is attempt a postage download and select a value of \$0.00 as the amount to be downloaded. **Please repeat this procedure during any month that funds are not downloaded to the postage meter.**

Completing this procedure allows the NOAA Mail Manager to collect data regarding your pieces mailed and postage used on reports from FP. This data must be reported to the Department of Commerce to comply with GSA requirements.

If you have any questions regarding this please contact your Mail Management Team Rita Argueta at rita.e.argueta@noaa.gov or Floyd Creecy at floyd.creecy@noaa.gov. We appreciate your prompt attention to this and taking the time to keep us informed.

“Postage Methods”

There are currently 4 options available for postage users who do not utilize a postage meter. Your pattern of usage, costs, and needs will dictate which of the following would be most useful for your location.

1. STAMPS – require travel to a remote location or the local post office to purchase the stamps. Additionally there is responsibility for the security and reporting of usage. There are no additional fees for utilizing this option.
2. CLICK-N-SHIP – an online tool for mailing and shipping from your computer and printer provided by the United States Postal Service. It allows you to pay for postage and print your labels simple and fast. There is online reporting and security is as reliable as the user. There are no additional fees for utilizing this option.
3. STAMPS.COM –an approved licensed vendor of the USPS which also saves time consuming trips to the Post Office. It allows you to print postage online and get lower rates. There is online reporting and security is reliable. There is a fee of \$17.99 per month plus postage.
4. ENDICIA.COM – an online shipping and mailing solution approved and licensed by the USPS. Saves a trip to the Post Office by allowing the user to print postage for all letters and packages from the computer. There is online reporting and security is reliable. The fees for this service range from No Monthly fee, standard \$9.95/month, premium \$15.95/month, professional \$34.95/month, to platinum shipper \$34.95/month.

“Postage Stamps Accountability”

The Mail Management Team solicits your suggestions as it relates to collecting Postage Stamp usage.

A few locations have opted to use USPS Postage Stamps for mailing. The Mail Manager must report all mailing and shipping expenditures to the Department annually.

We need your ideas for collecting the monthly expenditure of each location that currently uses USPS Postage Stamps. For example, should the locations report the usage to the Line Office Contact and the Contact forward the report to the Mail Management Team? Would you like to develop the template for reporting the usage?

Your suggestions are valuable and we need your participation in this endeavor. Please submit your information no later than June 30, 2014.

Mail Safety & Security

Safety and Security

“Have You Thought About Mail Cross-Contamination?”

We don't often think about what our mail has been next to, or touched. But the recent news about a student mailing his high school vice principal cow and dog excrement brings into question the possibility for cross-contamination on the surface of an unopened letter or package.

Many unseemly things are mailed. For example:

- Legitimate Internet feces sending services
- Medical Waste such as mail-back needle disposal
- Diseased and rotting pieces of meat, skeletal remains through border smuggling
- Infectious biologics and germs between approved labs

NOAA's subject matter experts on safe mail operations report “Letters and packages are like money -- they carry all sorts of germs, bacteria and pathogens that may not be classified as a biological threat, but can prove very harmful. Those common contaminants can range from feces to illegal drugs.”

“Paper money can reportedly carry more germs than a household toilet.” Time.com

According to the Mayo Clinic, some germs can survive for days outside of a host. This means germs have the potential to survive in the mail process time frame to reach your place of business.

Training is the single most important factor in minimizing this or any risk. Help protect NOAA's employees and assets.

“Handling Mail? 5 Things You Need to Know”

Hazardous envelopes and packages sometimes may have no outward telltale signs. That's why everyone handling mail should know how to react the right way to each type of attack.

- **Follow your instincts!** Concerned about a package? Follow your instincts and DO NOT OPEN IT. Leave the envelope on a flat surface and notify your supervisor.
- **For powders:** Place the contaminated letter or envelope on a flat surface. Do not attempt to clean up the mess or collect samples. Move away from the threat but stay in the general area. Notify your supervisor and follow protocols for your location.
- **For potential explosives:** If you are holding a potentially explosive package or letter, gently set it down, notify your supervisor, follow procedures to evacuate the area and notify your supervisor.
- **For threatening messages:** If you open a letter or package containing a threatening message but no visible liquid or powder, do not ignore it. Do not return the letter to the

envelope or box. Place the contents and envelope or box together on a flat surface and notify your supervisor.

- **For chemicals:** Place the tainted letter and envelope on a flat surface. Do not attempt to clean up the mess or collect samples. Move away from the threat, carefully remove affected clothing and evacuate to the nearest decontamination area. Notify your supervisor.

MAILING AND SHIPPING

Mailing

“COA – Change of Address or Correction of Address”

It's very difficult and sometimes impossible to deliver mail without the correct address on it. In some instances the NOAA Locator is useful to locate an individual when the letter has an employee's name on it. Then there are moments when the recipient cannot be located because the letter only has an address – no name, or room number. What do we do now? A resourceful individual will open the mail and attempt to find some identifying information, but in some cases even this leads to a dead-end.

Would you like a remedy to this dilemma? I'm glad you asked. After you have researched and found where, and to whom the letter is to be delivered. Ask the individual to call the vendor and request that their address be changed or corrected. Adding a name and/or room number after NOAA is suggested. Guess what? It will make sorting of your mail more efficient.

Frequently individuals have retired many years ago, and the mail from a vendor is currently delivered with the name of the retired employee on it. Maybe there is no name or room number but due to your experience, you know where it goes. What if a different person has to deliver that letter? How will they know where to deliver it?

Let's make sure the address on all your mail is updated. Always request the recipient to change or correct the address to ensure timely and uninterrupted delivery of the mail.

Mail Management

Information

“For your Reference”

All past and future mail bulletins as well as mail management guidance is posted on the Mail Management website at:

http://www.corporateservices.noaa.gov/facmd/logistics_management/mail_management/

“Your Mail Management Team”

Rita Argueta, NOAA Mail Manager, (301) 713-2220, ext 181, rita.e.argueta@noaa.gov

Floyd Creecy, National NOAA Mail Manager, (301) 713-2411, ext 165, floyd.creecy@noaa.gov